

SELF-STUDY GUIDELINES

The self-study should address each of the items listed below, following the organization indicated, and should include extensive comments and analysis of each of these items so as to demonstrate the present state of the organization through its evolution over the past five years. It should include a look toward future development, both in the short run and as it is projected after relocation to the new facility.

I. GENERAL INFORMATION

Philosophy and Mission

Governance and Structure

Programs Offered

Other Programs and Activities (including those offered in conjunction with or in support of other organizations and associations)

Number of Full-Time Employees

Number of Part-Timers

II. ACADEMIC AND CURRICULAR ISSUES

Responsiveness of program to a heterogeneous student population

Other Programs: Objectives, Scope, Format, Quality, Prerequisites

Honors Program

Evening and Weekend Programs

III. STAFF

Staff Development

Professional Activities and Growth

Participation in Professional Associations

Departmental Expectations of Staff

Dealing with Burn-Out, Lateness, Absences

Recognition of Service and Merit (in the organization, community,
etc.)

Encouragement of Professional Development

Grant-Writing Activity and Achievements

Improvement of Instruction and Counseling

Work Load and Schedules

Evaluating Full-Time Staff

Part-Timers: Supervision, Evaluation, Relationship to the Organization

Current Vision

IX. RELATIONS WITH STUDENTS

Overcoming the Problems of Population Served

Enrichment of Student Activities

Student Access to Staff

Academic Advisement

Student Participation in Organizational Activities, Committees

Organizational Awards and Honors, Scholarships, Fund-Raising

Assistance to Students: jobs, college

Relations with Alumni: data, reunions

Organizational Clubs, Social Activities

Participation in College Recruitment

V. ORGANIZATIONAL ACTIVITIES

Conferences and Lectures

Discussion Groups

Community Activities

Public Relations

Tenetseth Anniversary

Advocacy

VI. PLANNING

Expansion

New Programs

Staff Needs

Capital Campaign/Development

Equipment

Budget

VII. SUMMARY

What are the Organization's areas of greatest strength?

Outstanding characteristics

Potential for development

What are the Organization's areas of greatest concern?

Students

Staff

Programs

Resources